



System Training and Response (STaR) Team – Absence Calculator

Absence Calculator Users Guide

This document is intended to provide step by step directions for the suggested uses of the ADE STaR Team Absence Calculator Workbook. The primary purpose of the workbook is to determine the amount of absence to assign students who miss a portion of a school day. The Absence Calculator may also be used to determine the total instructional hours for groups of students who follow the same schedules throughout the year.

Note: This guide is solely intended to provide instruction on the use of the Absence Calculator. It is incumbent upon the user to ensure that the guidelines and procedures governing the reporting of absences as set forth by the Arizona Department of Education are reviewed and properly implemented when using this tool.

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Getting Started

Preparing to use the Absence Calculator

Prerequisites:

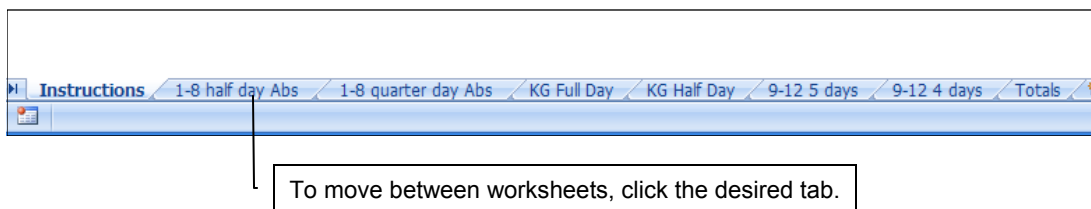
- Verify that Microsoft Excel 97 or later is installed on your computer.
- Gather all bell schedule information. This includes any variations by grade level, as well as any additional schedules (i.e., early release, late start, parent/teacher conferences).

Note: Additional instructional schedules may be added at any time should a variation in schedule arise later in the school year.

- Review GE-18 *Amended Instructional Hours and Programs* and GE-19 *Passing Time* for additional guidance regarding what may be counted as instructional time.

Download the Workbook

- The STaR Team Absence Calculator Workbook is available for download free of charge at <http://www.ade.az.gov/schoolfinance/star>.
- Download and save a copy of the ADE STaR Team Absence Calculator. The Absence Calculator may be renamed if desired.
- Open the Absence Calculator and review the Instructions page. (*First worksheet tab.*)



Identifying the worksheets to be used

The Absence Calculator is made up of a series of worksheet templates. There are worksheets designed to properly calculate absences based on each of the following specific circumstances:

- **1-8 half day Abs** - Used for students in grades 1-8 when the school chooses to report absences in 1/2 day increments for all students in the school.
- **1-8 quarter day Abs** - Used for students in grades 1-8 when the school chooses to report absences in 1/4 day increments for all students in the school.
- **KG Full Day** - Used for Kindergarten students who participate in a full day (1.0 FTE) Kindergarten program.
- **KG Half Day** - Used for Kindergarten students who participate in a half day (0.5 FTE) Kindergarten program.
- **9-12 5 days** - Used for students in grades 9 – 12 on a 5 day calendar track.
- **9-12 4 days** - Used for students in grades 9 – 12 on a 4 day calendar track.
- **Totals** - Used for any grade level to calculate the total instructional hours offered to ensure compliance with statutory requirements.

The worksheets used are dependent upon the specific circumstances for each school.

Examples:

- Elementary School serving grades K – 6 operating a full day KG program and reporting absences in 1/2 day increments for grades 1-6

Worksheets to be used: *KG Full Day; 1-8 half day Abs; Totals*

- Middle School serving grades 7 – 8 reporting absences in 1/4 day increments

Worksheets to be used: *1-8 quarter day Abs; Totals*

- Middle School serving grades 7 – 8 reporting absences in 1/2 day increments

Worksheets to be used: *1-8 half day Abs; Totals*

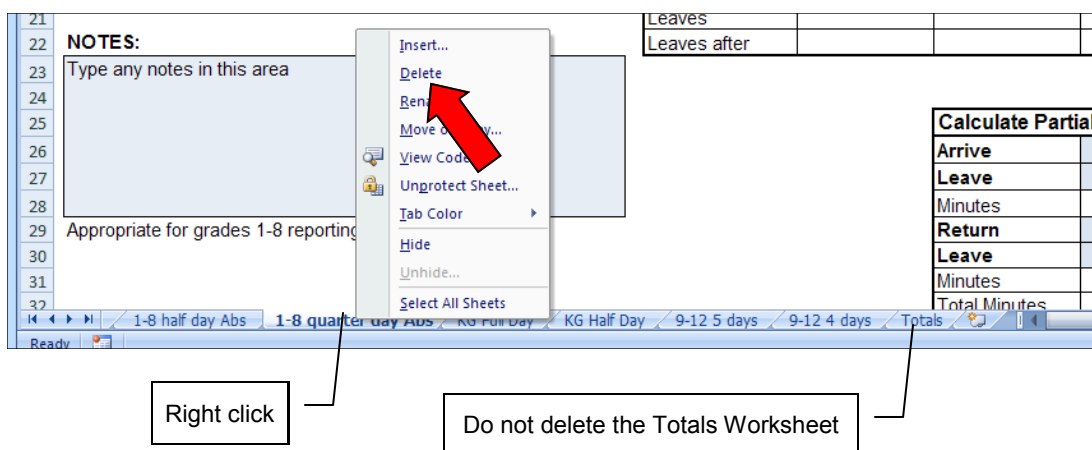
- High School serving grades 9 – 12 operating on a five day calendar track

Worksheets to be used: *9-12 5 days; Totals*

Deleting unnecessary worksheets

While not required, we suggest deleting any worksheets that are not applicable to the reporting circumstances of the school.

- Right click the tab of the worksheet to be deleted.
- Select *Delete*.
- Repeat the process for any unnecessary worksheets.



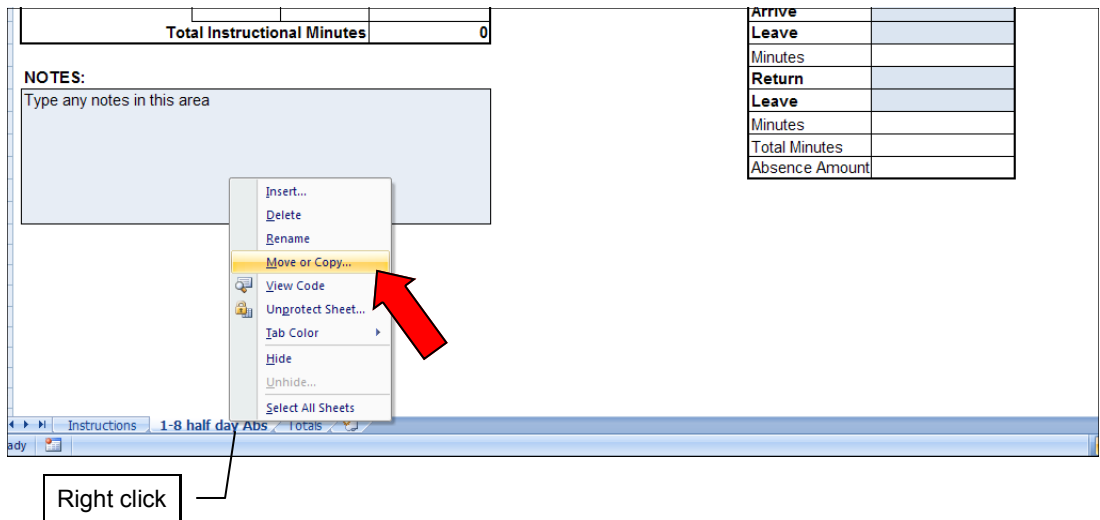
Creating Schedules

Copying a Worksheet

The initial step when creating a new schedule is to make a copy of the applicable worksheet template (if a blank schedule is desired) or an existing schedule (in such cases where it is more efficient to make modifications to an existing schedule rather than starting from scratch). For example, if a regular schedule for a particular group of students has been created, the most efficient method for creating an early release schedule may be to create a copy of the existing regular schedule, rename it and modify it accordingly.

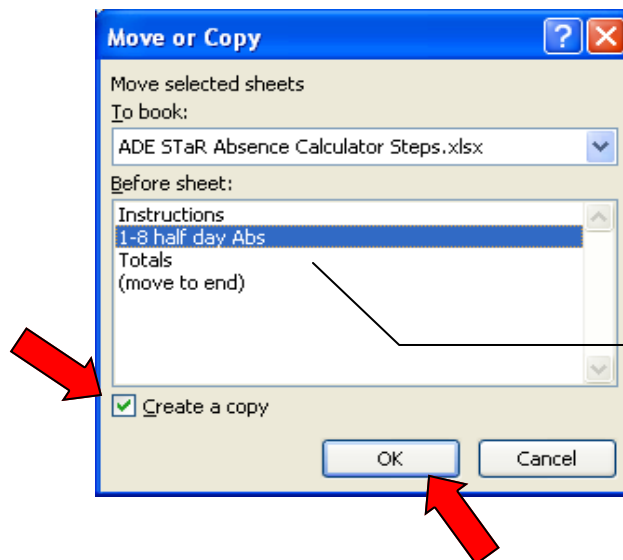
1. Right click the tab of the worksheet to be copied.

2. Select *Move or Copy*.



3. Click the *Create a Copy* checkbox.

4. Click *OK*.

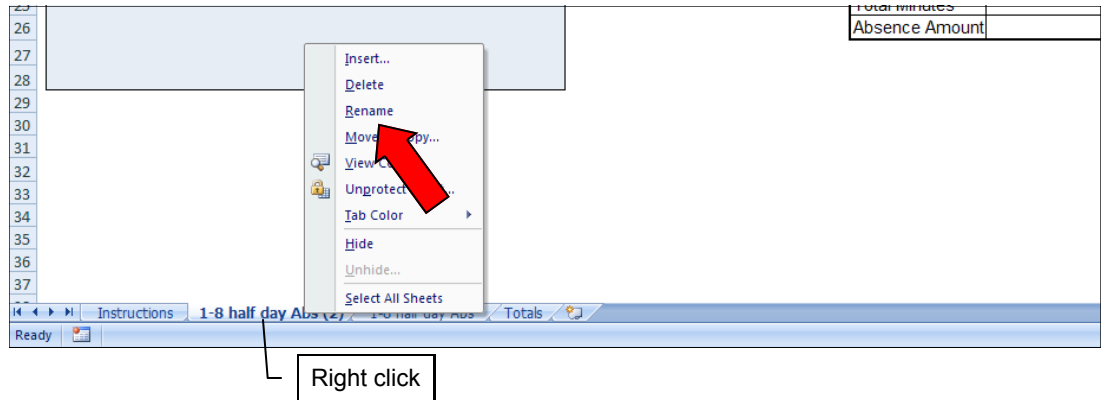


By default, the new worksheet will be placed before the worksheet being copied.

Renaming a Worksheet

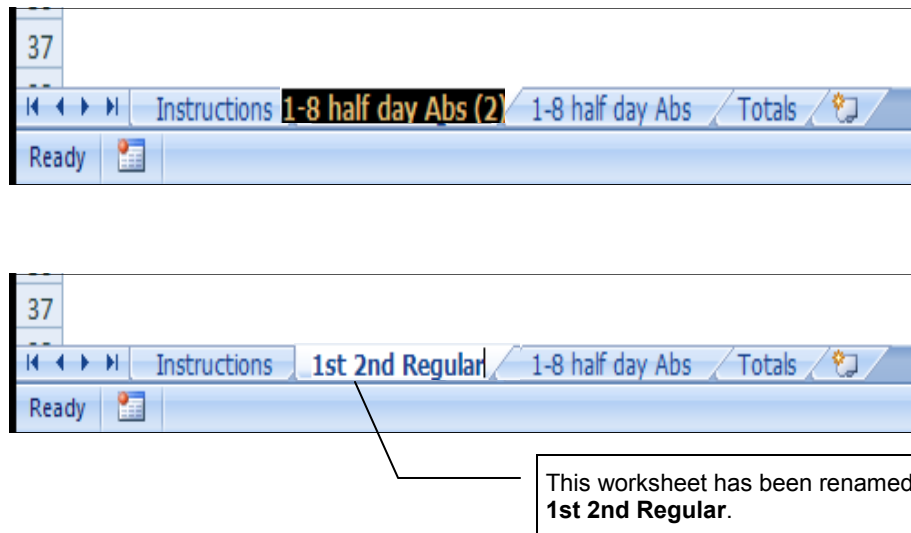
The name displayed on the worksheet tab may be changed to reflect the schedule name. We suggest a short but readily identifiable tab name.

1. Right click the tab of the worksheet template to be renamed.



2. Click *Rename*.

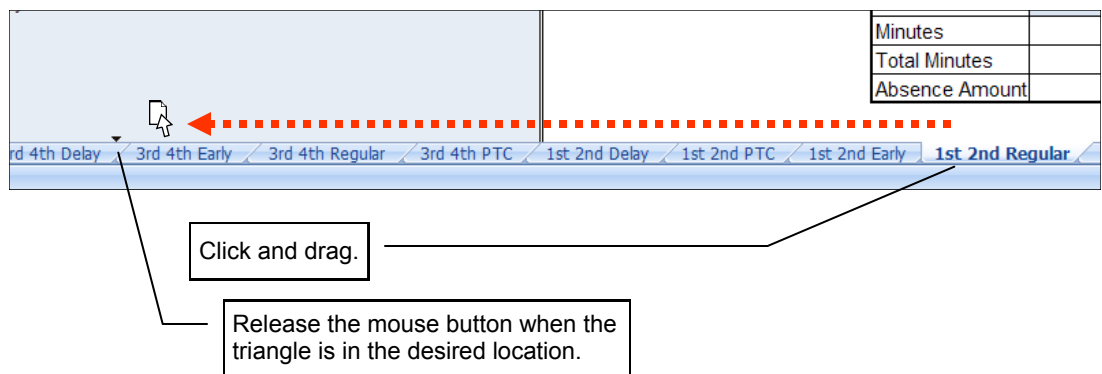
3. Type desired name.



Moving a Worksheet

While the order of the tabs has no effect on the performance of the workbook, worksheets may be moved so that they are organized in a manner that makes sense to the user. Examples include grouping all schedules for a specific group of students together or grouping regular schedules, early release schedules, etc.

1. Click and drag the tab to the desired location.



Entering a Schedule

Calculations performed by the Absence Calculator are dependent upon the information entered in the schedule area of the worksheet.

Note: It is incumbent upon the user to ensure that the Guidelines and Procedures governing the reporting of absences as set forth by the Arizona Department of Education are reviewed and properly implemented with regard to entering a schedule.

1. To enter the schedule name, click in Cell B1.

	A	B	C	D	E
1		Type Schedule Name Here			
2					Instructional
3		Blocks of Time	Start	End	Minutes
4		Instructional Block 1			
5		Noninstructional			
6		Instructional Block 2			

2. Type the name of the schedule.

	A	B	C	D	E
1		1st & 2nd Grade Regular Schedule			
2					Instructional
3		Blocks of Time	Start	End	Minutes
4		Instructional Block 1			
5		Noninstructional			
6		Instructional Block 2			

3. Enter the **Start** time for **Instructional Block 1** in Cell C4.

	A	B	C	D	E
1		1st & 2nd Grade Regular Schedule			
2					Instructional
3		Blocks of Time	Start	End	Minutes
4		Instructional Block 1	8:10 AM		
5		Noninstructional			
6		Instructional Block 2			
7		Noninstructional			
8		Instructional Block 3			
9		Noninstructional			

TIP
Enter time in the following format:
8:00 AM

Time must be entered in this format. Improper formatting will result in an error message.

4. Enter the **End** time for the **Instructional Block 1** in Cell D4.

	A	B	C	D	E
1		1st & 2nd Grade Regular Schedule			
2					Instructional Minutes
3		Blocks of Time	Start	End	
4		Instructional Block 1	8:10 AM	10:15 AM	
5		Noninstructional			
6		Instructional Block 2			

	A	B	C	D	E
1		1st & 2nd Grade Regular Schedule			
2					Instructional Minutes
3		Blocks of Time	Start	End	
4		Instructional Block 1	8:10 AM	10:15 AM	125
5		Noninstructional	10:15 AM		
6		Instructional Block 2			

The Start Time for the next block is inserted automatically and cannot be modified.

5. Continue entering the schedule.

	A	B	C	D	E
1		1st & 2nd Grade Regular Schedule			
2					Instructional Minutes
3		Blocks of Time	Start	End	
4		Instructional Block 1	8:10 AM	10:15 AM	125
5		AM Recess	10:15 AM	10:35 AM	
6		Instructional Block 2	10:35 AM	11:55 AM	80
7		Lunch	11:55 AM	12:40 PM	
8		Instructional Block 3	12:40 PM	1:40 PM	60
9		PM Recess	1:40 PM	2:00 PM	
10		Instructional Block 4	2:00 PM	2:30 PM	30
11		Noninstructional	2:30 PM		
12		Instructional Block 5			
13		Noninstructional			
14		Instructional Block 6			
15		Noninstructional			
16		Instructional Block 7			
17		Noninstructional			
18		Instructional Block 8			
19					
20		Total Instructional Minutes			295

Block names, instructional and noninstructional, may be customized if desired. The amount of visible text is limited to the cell width.

Instructional minutes are automatically calculated.

6. Edit **Block** names if desired.

Total instructional minutes are automatically calculated.

Understanding Instructional Block Options

Continuous blocks of instructional time may be grouped together if desired. The two example schedules below demonstrate two different options for entering the same schedule. For the purpose of this illustration, the schedule is as follows: 6 instructional class periods of 60 minutes each with 5 minutes of passing time between classes. Lunch is from 12:15 p.m. until 12:55 p.m. with 5 minutes to pass to 5th period.

Example 1:

This user chose to identify individual class periods. When passing time can be counted as part of an instructional block, it has been included in the previous instructional block. In this case the noninstructional block and the preceding instructional block have the same **End** time.

Blocks of Time	Start	End	Instructional Minutes
1st Period	8:00 AM	9:05 AM	65
Noninstructional	9:05 AM	9:05 AM	
2nd Period	9:05 AM	10:10 AM	65
Noninstructional	10:10 AM	10:10 AM	
3rd Period	10:10 AM	11:15 AM	65
Noninstructional	11:15 AM	11:15 AM	
4th Period	11:15 AM	12:15 PM	60
Lunch	12:15 PM	1:00 PM	
5th Period	1:00 PM	2:05 PM	65
Noninstructional	2:05 PM	2:05 PM	
6th Period	2:05 PM	3:05 PM	60
Noninstructional	3:05 PM		
Instructional Block 7			
Noninstructional			
Instructional Block 8			
Total Instructional Minutes			380

Passing time to be counted as instructional time may be added to the end of the previous instructional block.

In this instance, passing time is not counted as instructional time because the student is passing to lunch.

Example 2:

This user chose to group all continuous instructional time into one instructional block.

Blocks of Time	Start	End	Instructional Minutes
Instructional Block 1	8:00 AM	12:15 PM	255
Lunch	12:15 PM	1:00 PM	
Instructional Block 2	1:00 PM	3:05 PM	125
Noninstructional	3:05 PM		
Instructional Block 3			
Noninstructional			
Instructional Block 4			
Noninstructional			
Instructional Block 5			
Noninstructional			
Instructional Block 6			
Noninstructional			
Instructional Block 7			
Noninstructional			
Instructional Block 8			
Total Instructional Minutes			380

Adding Notes

An optional Notes section is included on each worksheet. This field may be used to display any desired additional information about the schedule such as when the schedule is used, teachers/homerooms using the schedule, etc.

1. Click in the **NOTES:** cell and type desired text.

22	NOTES:	Return
23	Every Wednesday. Exception: June 3rd will follow Regular Schedule.	Leave
24		Minutes
25		Total Minutes
26		Absence Amount
27		
28		
29		

Adjusting FTE for Part-time Students in Grades 9 – 12

The high school templates (9 – 12 4 day and 9 – 12 5 day) contain an additional variable which allows the user to adjust the Full Time Equivalency (FTE) for students following the schedule entered. When the FTE is changed, the charts on the worksheet are modified to reflect the appropriate amount of absence to submit.

Note: For Grades 1 – 8, the absence calculator assumes that students are enrolled full time (1.0 FTE).

1. Use the dropdown list to select the appropriate FTE in **Cell G25**.

Notes:

- When adjusting FTE to less than 1.00, the charts labeled **Student Arriving Late** and **Student Arriving Early** are not applicable.
- Absences may be calculated for part-time students enrolled in grades 9 – 12 who arrive late or leave early through use of the chart labeled **Calculate Partial-Day Absence**.
- See “Understanding the Charts” on pages 10 – 11 for information regarding the charts in the worksheets.

Blocks of Time	Start	End	Instructional Minutes
1st Period	7:55 AM	8:50 AM	55
Noninstructional	8:50 AM	8:55 AM	
2nd Period	8:55 AM	9:50 AM	55
Noninstructional	9:50 AM	9:55 AM	
3rd Period	9:55 AM	10:50 AM	55
Noninstructional	10:50 AM	10:55 AM	
4th Period	10:55 AM	11:50 AM	55
Lunch	11:50 AM	12:40 PM	
5th Period	12:40 PM	1:35 PM	55
Noninstructional	1:35 PM	1:40 PM	
6th Period	1:40 PM	2:35 PM	55
Noninstructional	2:35 PM		
Instructional Block 7			
Noninstructional			
Instructional Block 8			
Total Instructional Minutes			330

Instructional Minutes		Absence Amount
From	To	
240	330	0.00
180	239	0.00
120	179	0.00
60	119	0.25
0	59	0.50

Student Arriving Late		Absence Amount
Arrives before		0.00
Arrives		0.25
Arrives		0.50
Arrives		0.75
Arrives after		1.00

Student Leaving Early		Absence Amount
Leaves before		1.00
Leaves		0.75
Leaves		0.50
Leaves		0.25
Leaves after		0.00

Adjust FTE
 0.50

Calculate Partial-Day Absence	
Arrive	8:55 AM
Leave	10:29 AM
Minutes	89
Return	
Leave	
Minutes	
Total Minutes	89
Absence Amount	0.25

NOTES:
Type any notes in this area

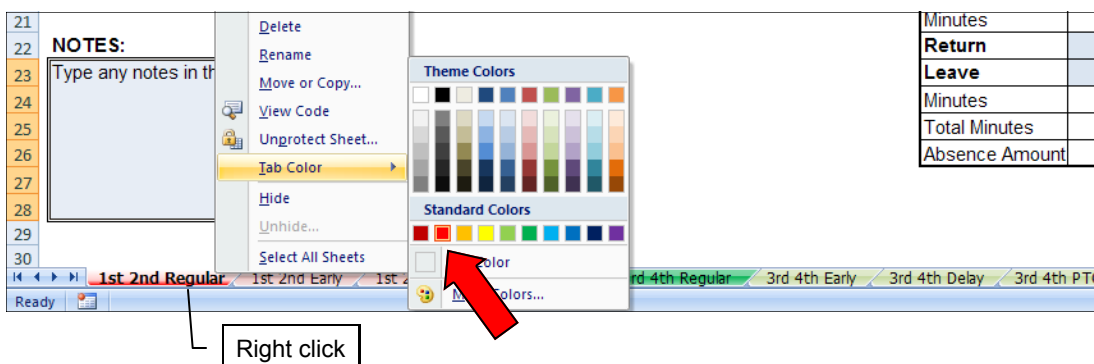
Adjust FTE is only available on the 4 and 5 day worksheets for grades 9 – 12.

In this example, a half-time student arrives at 8:55 AM and leaves at 10:29 AM. Based on the entered schedule, the table calculates that the student has been in school for 89 minutes and an absence in the amount of 0.25 must be reported.

Customizing Tab Color

Users may choose to change tab colors on worksheets for the purpose of organization and ease of use. For instance, a user may choose to have all schedules followed by a specific group of students be the same color. Alternately, a user may choose to have all regular schedules one color, all early release schedules a different color, etc.

1. Right click the tab of the worksheet to be colored.
2. Select *Tab Color*.
3. Click on the desired color.



Understanding the Charts

Instructional Minutes

Based on the schedule, this chart displays the ranges of instructional minutes required and the corresponding absence amounts.

Appropriate for grades 1-8 reporting 1/2 day absences

Instructional Minutes		Absence Amount	Result
From	To		
221	295	0.00	No Absence
148	220	0.50	1/2 Day Absence
0	147	1.00	Full Day Absence

In this example, a student receiving 150 minutes of instruction would accrue a 1/2 Day (0.5) Absence

Student Arriving Late

Based on the schedule, this chart displays the thresholds for determining the amount of absence to assign students who arrive at school late but are present for the remainder of the day.

Student Arriving Late			
Arrives before	9:25 AM		No Absence
Arrives	9:25 AM	10:57 AM	1/2 Day Absence
Arrives after	10:57 AM		Full Day Absence

In this example, a student arriving at 9:23 AM and remaining for the rest of the day would not accrue an absence.

Student Leaving Early

Based on the schedule, this chart displays the thresholds for determining the amount of absence to assign students who arrive at school on time, but leave prior to the end of the day.

Student Leaving Early			
Leaves before	10:58 AM		Full Day Absence
Leaves	10:58 AM	12:55 PM	1/2 Day Absence
Leaves after	12:55 PM		No Absence

In this example, a student arriving on time, leaving at 11:00 AM and not returning for the rest of the day would accrue a 1/2 Day (0.5) Absence.

Calculating Partial-day Absence

The Calculate Partial-Day Absence chart is interactive. It is designed to calculate the amount of absence to assign a student who misses a portion of instructional time during the middle of the day. *(The student may also have arrived late and/or left early.)* The absence amount calculated is based on the schedule as well as the information entered in the Arrive/Leave, Return/Leave cells.

1. Click in **Cell J25** immediately to the right of the cell labeled **Arrive**.

Calculate Partial-Day Absence	
Arrive	
Leave	
Minutes	
Return	
Leave	
Minutes	
Total Minutes	
Absence Amount	

When the cell is clicked, a drop down triangle will appear. A time must be selected from the dropdown list and may not be typed in the cell.

2. Click the triangle to open the drop-down list.

Calculate Partial-Day Absence	
Arrive	
Leave	6:00 AM
Minutes	6:01 AM
Return	6:02 AM
Leave	6:03 AM
Minutes	6:04 AM
Total Minutes	6:05 AM
Absence Amount	6:06 AM

3. Scroll and select the desired time.

4. Repeat the procedure to fill in the remaining three cells.

Calculate Partial-Day Absence	
Arrive	8:10 AM
Leave	10:00 AM
Minutes	110
Return	12:40 PM
Leave	2:30 PM
Minutes	90
Total Minutes	200
Absence Amount	1/2 Day Absence

Instructional Minutes for initial block of time.

Instructional Minutes for subsequent block of time.

Total Instructional Minutes for the day.

Amount of Absence to report.

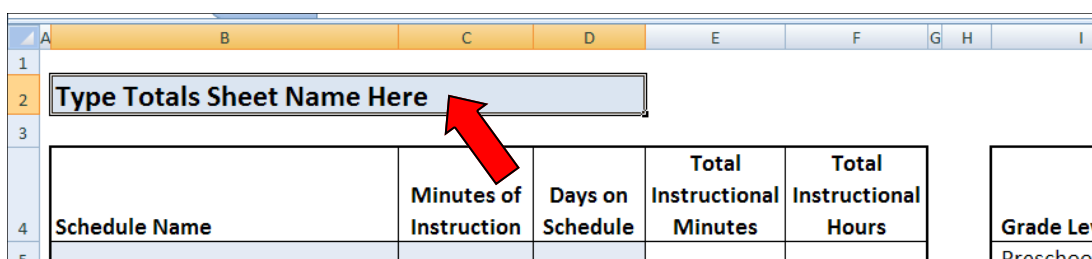
Using the Totals Worksheet(s)

Creating Totals Worksheets

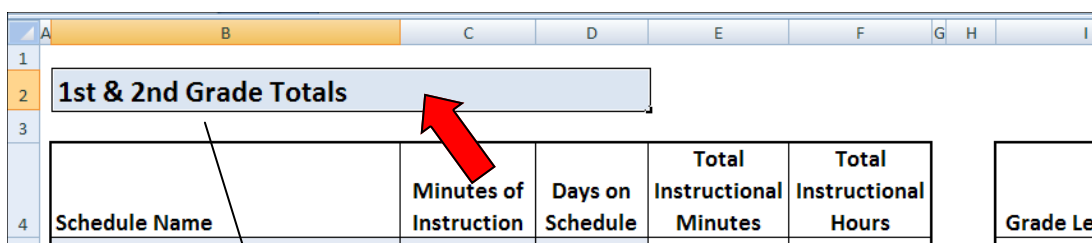
The purpose of the Totals worksheet is to calculate the total instructional hours offered to ensure compliance with statutory requirements. A Totals worksheet may be created for each group of students who follow the same schedules throughout the year.

1. Use procedures outlined in earlier sections of this document to create a copy the **Totals** template, rename the worksheet tab, move the sheet to the desired location, and change the tab color if desired.

2. Name the new **Totals** worksheet by clicking in **Cell B2** and typing the desired name.



	A	B	C	D	E	F	G	H	I
1									
2		Type Totals Sheet Name Here							
3									
4		Schedule Name	Minutes of Instruction	Days on Schedule	Total Instructional Minutes	Total Instructional Hours			Grade Level
5									Preschool



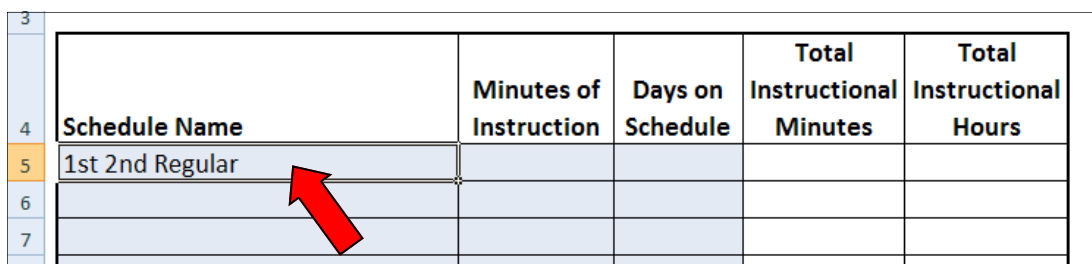
	A	B	C	D	E	F	G	H	I
1									
2		1st & 2nd Grade Totals							
3									
4		Schedule Name	Minutes of Instruction	Days on Schedule	Total Instructional Minutes	Total Instructional Hours			Grade Level
5									Preschool

In this example, the name has been changed to 1st & 2nd Grade Totals.

Entering Schedule Information

In order for the Absence Calculator to calculate the total instructional hours scheduled during the school year for a group of students, information from each schedule must be entered on the Totals worksheet. Minutes of Instruction refers to the total number of daily instructional minutes offered on a particular schedule (which is automatically calculated by the Absence Calculator) and can be found in Cell E20 on each of the schedule worksheets created by the user.

1. Enter the **Schedule Name** in **Cell B5**.



	A	B	C	D	E	F	G	H	I
3									
4		Schedule Name	Minutes of Instruction	Days on Schedule	Total Instructional Minutes	Total Instructional Hours			
5		1st 2nd Regular							
6									
7									

2. Go to a schedule worksheet. (In this example, **1st 2nd Regular**.)
3. Determine the **Total Instructional Minutes** as shown in **Cell E20**.

18	Instructional Block 8			
19				
20	Total Instructional Minutes			295
21				
22	NOTES:			
23	Type any notes in this area			
24				
25				
26				
27				
<div>1st 2nd Regular1st 2nd Early1st 2nd Delay1st 2nd PTC1st 2nd</div>				

This number will be entered in the **Minutes of Instruction** column on the **Totals** worksheet.

4. Return to the **Totals** worksheet.

5. Enter the **Minutes of Instruction**. In **Cell C5**.

3					
4	Schedule Name	Minutes of Instruction	Days on Schedule	Total Instructional Minutes	Total Instructional Hours
5	1st 2nd Regular	295			
6					
7					
8					

Enter the total instructional minutes from cell E-20 of the schedule

6. Enter the total number of days the students followed the corresponding schedule.

3					
4	Schedule Name	Minutes of Instruction	Days on Schedule	Total Instructional Minutes	Total Instructional Hours
5	1st 2nd Regular	295	144	42480	708
6					
7					
8					

Enter the number of day the students followed this schedule.

7. Repeat steps 1-6 for all additional schedules used.

Schedule Name	Minutes of Instruction	Days on Schedule	Total Instructional Minutes	Total Instructional Hours
1st 2nd Regular	295	144	42480	708
1st 2nd Early	205	30	6150	103
1st 2nd Delay	185	2	370	6
1st 2nd Parent Teacher Conf	150	4	600	10

8. Compare **Total Instructional Hours** to the annual instructional hours chart (determined by statute) on the right to ensure that the minimum requirements have been met.

Schedule Name	Minutes of Instruction	Days on Schedule	Total Instructional Minutes	Total Instructional Hours
1st 2nd Regular	295	144	42480	708
1st 2nd Early	205	30	6150	103
1st 2nd Delay	185	2	370	6
1st 2nd Parent Teacher Conf	150	4	600	10
Totals		180	49600	827

Grade Level	Minutes per Week	Hours per Year
Preschool	360	
KG (0.5 FTE)		356
KG (1.0 FTE)		712
1, 2 and 3		712
4, 5 and 6		890
7 and 8		1,068
9, 10, 11 and 12		720

Notes:

Statutory mandated
annual instructional hours.

9. Add notes if desired.

[illegible]

4, 5 and 6	890
7 and 8	1,068
9, 10, 11 and 12	720

Notes:

Delay: 1/22, 3/12. PTC: 9/10, 11/22, 2/28, 4/25.

Use of the **Notes** section is optional.